



# UNITED STATES DISTRICT COURT

## District of Minnesota

Richard D. Sletten, Clerk  
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building  
316 North Robert Street  
St. Paul, MN 55101  
(651) 848-1100

202 U.S. Courthouse  
300 South Fourth Street  
Minneapolis, MN 55415  
(612) 664-5000

417 Federal Building  
515 West First Street  
Duluth, MN 55802  
(218) 529-3500

212 U.S. Courthouse  
118 South Mill Street  
Fergus Falls, MN 56537  
(218) 739-5758

### **ADMISSION TO PRACTICE PROCEDURE**

1. Petitioners must certify they have read and are familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court.
2. The petition shall be accompanied by the certificates of two members of the bar of this Court stating where and when they were admitted to practice in this Court, how long and under what circumstances they have known the petitioner, and what they know of petitioner's character and experience at the bar.
3. The petition and two certificates must be accompanied by a cover letter requesting a specific date of admission. If there is a problem with the date requested, the admissions clerk will contact the petitioner.
4. The petition and certificates must be filed with the Clerk three (3) business days prior to the date the petitioner wishes to be admitted. A schedule of admission dates is available in the GENERAL INFORMATION page of our web site ([www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)).
5. On the day of the admissions ceremony, the petitioner's admission must be moved in person by a member of the bar of this court. The movant may or may not be one of those who provided a certification (see step 1). The attorney moving the admission of an applicant should orally represent the following:
  - A. The movant is a member of the bar of this court;
  - B. The petitioner is admitted to practice before the Supreme Court of Minnesota and is eligible for admission to practice; and
  - C. The length of time movant has known petitioner and what is known of petitioner's character and experience at the bar (LR 83.5).
6. After the admissions ceremony, the petitioner should report directly to the Clerk of Court's office and pay the \$175 filing fee. A certificate of admission will be issued at the time the fee is paid.
7. Attorneys admitted to the bar of the United States District Court should immediately notify the Clerk of Court of any change in name, mailing address, law firm affiliation, and/or telephone number by logging into ECF, clicking on UTILITIES, then on MAINTAIN YOUR ACCOUNT and updating their information.